

**PROVINCIAL ADMINISTRATION: NORTH WEST
SOUTH AFRICAN POLICE SERVICE**

- APPLICATIONS** : Direct your application to the following addresses: Postal Address: Private Bag X801, Potchefstroom, 2531 OR Physical Address: No 123 Corner Peter Mokaba and Nelson Mandela Road, Wespol Square, Potchefstroom, 2531 OR E-Mail address: morake1m@saps.gov.za / rampaam@saps.gov.za / appiekm@saps.gov.za / DikaneK@saps.gov.za
- CLOSING DATE** : 17 July 2026 at 16:00
- NOTE** : Applications must be submitted on a Z83 Form (2021 version), obtainable from <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct). Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 23/459** : **ADMINISTRATION CLERK SUPERVISOR**
- SALARY CENTRE** : R338 106 per annum (Level 07)
: North West:
Rustenburg: Finance & Administration Ref No: NW 01/06/2026 (X1 Post)
Rustenburg: Supply Chain Management Ref No: NW 02/06/2026 (X1 Post)
Brits: Supply Chain Management Ref No: NW 03/06/2026 (X1 Post)
Brits: Loss Management Ref No: NW 04/06/2026 (X1 Post)
Mahikeng: Supply Chain Management Ref No: NW 05/06/2026 (X1 Post)
Mahikeng: Finance & Administration Ref No: NW 06/06/2026 (X1 Post)
PC: Supply Chain Management: MGP Ref No: NW 07/06/2026 (X1 Post)
PC: Finance & Administration: Budget Management Ref No: NW 08/06/2026 (X1 Post)
PC: Human Resource Management: MISP Ref No: NW 09/06/2026 (X1 Post)
PC: Organizational Development & Strategic: MISP Ref No: NW 10/06/2026 (X1 Post)
PC: TMS: IS / ICT Infrastructure Ref No: NW 11/06/2026 (X1 Post)
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills, and Competencies Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Ensure accurate record keeping and efficient administration. Maintain and coordinate effective office administration. Supervise incoming and outgoing office correspondence. Monitor filing system, documents and correspondence. Inspect and update related registers. Assess and distribute allocated resources and equipment. Inspect and control inventories. Maintain high level of discipline and adhere to the South African Police Service Code of Conduct. Enhance police professionalism and deliver professional Police Services.
- ENQUIRIES** : Capt Morake / PPO Rampai / AC Swana / AC Appie / AC Dikane Tel No (018) 229 7320 / 7194 / 7732 / 7139 / 7126
- POST 23/460** : **ADMINISTRATION CLERK SUPERVISOR REF NO: NW 12/06/2026 (X1 POST)**
- SALARY CENTRE** : R338 106.per annum (Level 07)
: North West PC: Commercial Crime Investigation
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. A National Diploma in the field of Accounting / Auditing / Criminology or a Degree in B Com (Law) will serve as an added advantage. Relevant training courses in the field of post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills, and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving,

- DUTIES** : Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours. To manage and process data to ensure accurate flow of information. Manage and coordinate reports in support of crime investigation services and other SAPS operations to the Commercial Crime Unit. Register and maintain reported crime information and the updating of database. To ensure accurate record keep and administration. Maintain high level of discipline and adhere to the South African Police Service Code of Conduct. Enhance police professionalism and deliver professional Police.
- ENQUIRIES** : Capt Morake / PPO Rampai / AC Swana / AC Appie / AC Dikane Tel No: (018) 229 7320 / 7194 / 7732 / 7139 / 7126
- POST 23/461** : **SECRETARY**
- SALARY CENTRE** : R237 453 per annum (Level 05)
: North West:
Provincial Head: TMS Ref No: NW 13/06/2026 (X1 Post)
Provincial Head: Legal Services: Operations Ref No: NW 14/06/2026 (X1 Post)
Provincial Head: Legal Services: Support Ref No: NW 15/06/2026 (X1 Post)
Provincial Head: Serious & Violent Crimes Ref No: NW 16/06/2026 (X1 Post)
Provincial Head: Organized Crime Ref No: NW 17/06/2026 (X1 Post)
Provincial Head: Finance & Administration Ref No: NW 18/06/2026 (X1 Post)
Provincial Head: Proactive Policing Ref No: NW 19/06/2026 (X1 Post)
Provincial Head: Commercial Crime Investigation Ref No: NW 20/06/2026 (X1 Post)
Deputy District Commissioner: Bojanala 2: Rustenburg Ref No: NW 21/06/2026 (X1 Post)
District Commissioner: Ngaka Modiri Molema: Mahikeng Ref No: (NW 22/06/2026 (X1 Post)
Potchefstroom: Station Commander Ref No: NW 23/06/2026) (X1 Post)
Brits: Station Commander Ref No: NW 24/06/2026) (X1 Post)
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of post will serve as an added advantage. Knowledge, Skills, and Competencies: General computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Perform professional secretarial assignments to Commander / Manager. Plan and organize meetings / workshops. Maintain effective record and administration services. Draft official documents and correspondence. Maintain the office Commander / Manager diary and schedule future appointments / meetings. Deliver an effective communication phone service. Schedule and arrange travel and subsistence allowances for the Commander / Manager. Receive and welcome visitors. Apply and order meeting / workshop refreshments. Maintain database / filing system / registers and trace documents. Protect the integrity and evade unauthorized access to files and records. Compile and consolidate reports / returns. Maintain high level of discipline and adhere to the South African police Service Code of Conduct. Enhance police professionalism and deliver professional Police Services.
- ENQUIRIES** : Capt Morake / PPO Rampai / AC Swana / AC Appie / AC Dikane Tel No: (018) 229 7320 / 7194 / 7732 / 7139 / 7126
- POST 23/462** : **ADMINISTRATION CLERK**
- SALARY CENTRE** : R237 453 per annum (Level 05)
: North West:
PC: Legal Services: Civil Litigation Ref No: NW 25/06/2026 (X2 Posts)
Provincial Head: Communication & Liaison Ref No: NW26 /06/2026 (X1 Post)
Provincial Head Proactive Policing: MISP Ref No: NW 27/06/2026 (X1 Post)

- Klerksdorp: Supply Chain Management: MGP Ref No: NW 28/06/2026 (X1 Post)
 Ventersdorp: Finance & Administration Ref No: NW 29/06/2026 (X1 Post)
 Brits: Garage Ref No: NW 30/06/2026 (X1 Post)
 Potchefstroom: Garage Ref No: NW 31/06/2026 (X1 Post)
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of post will serve as an added advantage. Knowledge, Skills, and Competencies: General computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Administer correspondence and files. Administer logistical matters. File documents and correspondence. Create and maintain spread sheets / databases. Answer phones, address challenges / complaints (where possible) and communicate to management. Render financial administrative support. Render administrative duties pertaining to human resources regarding personnel services related function. Maintain high level of discipline and adhere to the South African Police Service Code of Conduct. Enhance police professionalism and deliver professional Police Services.
- ENQUIRIES** : Capt Morake / PPO Rampai / AC Swana / AC Appie / AC Dikane Tel No: (018) 229 7320 / 7194 / 7732 / 7139 / 7126
- POST 23/463** : **ADMINISTRATION CLERK REF NO: NW 32/06/2026 (X1 POST)**
- SALARY** : R237 453.00 per annum (Level 05)
CENTRE : North West Provincial Head: Commercial Crime Investigation
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA), a National Diploma in the field of Accounting / Law / Auditing / Criminology or a Degree in B Com (Law) will serve as an added advantage. Relevant courses in the field of post will serve as an added advantage. Knowledge, Skills, and Competencies: General computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Administer correspondence and files. Administer logistical matters. File documents and correspondence. Create and maintain spread sheets/databases. Answer phones, address challenges/complaints (where possible) and communicate to management. Render financial administrative support. Render administrative duties pertaining to human resources regarding personnel services related functions. Maintain high level of discipline and adhere to the South African Police Service Code of Conduct. Enhance police professionalism and deliver professional
- ENQUIRIES** : Capt Morake / PPO Rampai / AC Swana / AC Appie / AC Dikane Tel No (018) 229 7320 / 7194 / 7732 / 7139 / 7126
- POST 23/464** : **SECURITY GUARD**
- SALARY** : R170 226 per annum (Level 03)
CENTRE : North West:
 PC: Auxiliary Services: Potchefstroom Ref No: NW33 /06/2026 (X4 Posts)
 Rooigrond Archives: Mahikeng Ref No: NW34 /06/2026 (X7 Posts)
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the

day of the interview. Be in possession of Grade 10 / Standard 8 / NCV Level 2 Certificate / report (NQF level 2 as recognized by SAQA), for which documentary proof can be produced when required. Valid registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least Grade C security certificate or higher. Not declared unfit to possess a firearm. Be willing to undergo a firearm competency training and to maintain firearm competency. Relevant courses in the field of post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Be willing to work shifts and extended hours. Knowledge, Skills, and Competencies: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g MIS, NISA, Protection of Information Act, etc.) and authority of security officers under these documents. Knowledge of the relevant emergency procedures.

DUTIES : Perform security / guard duties. Monitor and authorize control access at entrances to premises / areas / venues. Patrol the area / premises to attain total protection. Perform administrative duties. Guard the buildings / premises. Guard vehicles / workshops / equipment. Observe, monitor alarms and investigate disturbances. Escort visitors to and from entrances / premises. Observe and record movements, actions and irregularities inside and outside the premises.

ENQUIRIES : Capt Morake / PPO Rampai / AC Swana / AC Appie / AC Dikane Tel No (018) 229 7320 / 7194 / 7732 / 7139 / 7126

POST 23/465 : **LABOURER**

SALARY : R144 024 per annum (Level 02)

CENTRE : North West:

PC: Auxiliary Services: Potchefstroom Ref No: NW 35/06/2026 (X2 Posts)

Rooigrond Archives: Mahikeng Ref No: NW 36/06/2026 (X3 Posts)

Mahikeng TTA Ref No: NW 37/06/2026 (X2 Posts)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4 / Grade 9 / Standard 7 certificate / report (NQF level 1 as recognized by SAQA), for which documentary proof can be produced when required. Knowledge, Skills and Competencies: Understanding of how to handle garden tools. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write. Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment. Willing to work extended hours when necessary.

DUTIES : Perform routine cleaning services, render store, stock and equipment support. Rendering garden services by cleaning and taking care of the environment. Clean parking areas, gutters and surroundings. Clean outbuildings, bathrooms, toilets and wash basins. Receive stock, store it and issue it. Load and unload stock containers. Conduct stock taking and deliver stock to other units and sections. Report any defaults and losses.

ENQUIRIES : Capt Morake / PPO Rampai / AC Swana / AC Appie / AC Dikane Tel No (018) 229 7320 / 7194 / 7732 / 7139 / 7126

POST 23/466 : **CLEANER**

SALARY : R144 024 per annum (Level 02)

CENTRE : North West:

PC: Auxiliary Services: Potchefstroom Ref No: NW 38/06/2026 (X3 Posts)

Mahikeng TTA Ref No: NW 39/06/2026 (X1 Post)

Mahikeng Band Ref No: NW 40/06/2026 (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7 certificate/ report (NQF level 1 as recognized by SAQA), for which documentary proof can be produced when required. Knowledge, Skills and Competencies: Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write. Ability to interact with other

DUTIES

officials in a professional manner. The ability to operate elementary machines and equipment. Willing to work extended hours when necessary.

: Maintaining high level of hygiene in and around the workplace. Perform routine cleaning services. Execute and maintain housekeeping duties in and around assigned premises. Render stores, stock and equipment support. Empty and wash waste baskets, dustbins and take refuse to disposal areas. Brush, disinfect and rinse toilets, basins and sinks. Wash official dishes / crockery and kitchen neat. Clean interior and exterior of appliances. Sweep, wash and polish floors, tiles and paving. Dust and polish furniture, equipment and working environment.

ENQUIRIES

: Capt Morake / PPO Rampai / AC Swana / AC Appie / AC Dikane Tel No (018) 229 7320 / 7194 / 7732 / 7139 / 7126